

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **DPW**

DATE: SEPTEMBER 25, 2006

Committee Members Present:

Supervisors Belden
Haskell
Mason
Stec
Geraghty
Merlino

Committee Member Absent:

Supervisor Bentley

Others Present:

William Lamy, Superintendent, Dept. of
Public Works
Brian Humphrey, Deputy Superintendent
John Farrell, Natural Disaster and Civil
Defense Director,
Brian LaFlure, Systems Coordinator with
the Sheriff's Office
William Thomas, Chairman
Joan Parsons, Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk
Supervisor Gabriels
Supervisor Girard
Supervisor Caimano
Supervisor F. Thomas
Rob Metthe, Director of Information
Technology
Robert Boothby, TD Banknorth Insurance
Agency, Inc.
See Sign-In Sheet for additional guests
Carlene Ramsey, Sr. Legislative Office
Specialist

Mr. Belden called the meeting to order at 9:30 a.m.

Motion was made by Mr. Mason, seconded by Mr. Merlino, and carried unanimously to accept the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to William Lamy, Superintendent of the Department of Public Works (DPW), who distributed an Agenda packet to each of the Committee members and a copy is on file with the minutes.

Mr. Lamy explained that his Deputy Superintendent, Brian Humphrey, had attended the September Board meeting and he re-introduced him to the Committee. In addition, he said he had invited the Highway Construction Supervisors to attend today's meeting for the benefit of the Committee members. He said that when someone heard the expression "when the rubber meets the road" these were the gentlemen who were doing it.

Mr. Lamy introduced his staff: DPW General Foreman, Hank Sargent; Highway Construction Foreman, Rick Bennett of North Creek; Highway Construction Foreman,

Pat Malone of South Queensbury; Highway Construction Foreman, Leonard Baker, of Warrensburg; and Highway Construction Foreman, Greg Bolton, of Warrensburg. In addition, he thanked the Natural Disaster and Civil Defense Director, John Farrell, for his attendance today, as well.

Mr. Lamy pointed out these gentlemen represented the first line of supervision of all of the highway crews, construction projects, and snow and ice removal tasks. He said he was not certain of the combined years of experience the team represented, although he was certain the pool of experience was immeasurable.

Mr. Haskell entered the meeting at 9:32 a.m.

Mr. Lamy explained that he met with the DPW staff last week to enable him to better identify all of the work the County DPW staff performed at the County level, as well as at the local town level. He recognized the fact that the Highway Foremen were in the towns on a daily basis and were very accessible to the Town Supervisors. However, he said, he did not expect the Highway Foremen to stay abreast of the budget constraints, equipment rentals and/or materials management.

Mr. Lamy urged the Town Supervisors to contact his office, directly, for any local project, whether immediate or still in the planning stages. He stated that he fully intended for the County DPW to continue its work with the towns on various projects, although he would prefer to have all requests for assistance channeled through his Office. This procedure, he noted, would allow him and his Deputy, Brian Humphrey, to review the requests, along with the budget information, to determine when and where the highway crews could be available to the towns. He said he would respond as quickly as possible to the various towns' concerns, although it may not be on the same day the request came in.

Mr. Wm. Thomas entered the meeting at 9:33 a.m.

Mr. Belden acknowledged that he and Mr. Lamy had discussed this recommendation, prior to today's meeting. Mr. Belden said he felt the procedure would establish the proper chain of command and result in a smoother operation.

Mr. Lamy extended his appreciation to the Highway Staff for their attendance today, and for the hard work they performed everyday.

Mr. Belden echoed Mr. Lamy's sentiments, and he wished them continued success.

The Highway Staff exited the meeting at 9:35 a.m.

Turning to Agenda review of Old Business, Mr. Lamy briefly reported on each Item as follows:

Item 1, reprinting of County maps: a vendor had been selected and the project was moving forward;

- Item 2, Alder Brook Bridge: Negotiations through the County Attorney's Office continued; the transfer may take place, without invoking the eminent domain if the owners agreed to the transfer while reserving their right to dispute the amount of money;
- Item 3, Gas Boy System's demonstration: To be scheduled after he spoke with the Committee Chairman and County Administrator to ascertain what type of demonstration was desired;
- Item 4, Six-month review of the Maintenance Shop's performance: scheduled for October and he would report back to the Committee;
- Item 5, Big Hollow Road Bridge in the Town of Lake George: He will arrange for all of the DPW Committee members to visit the bridge for an on-sight inspection immediately following next month's Committee meeting;
- Item 6, Radio Tower new locations & suspected vandalism: He invited Brian LaFlure, Systems Coordinator with the Sheriff's Office, to report to the Committee.

Mr. Haskell left the meeting at 9:38 a.m.

Privilege of the floor was extended to Mr. LaFlure, who reported the upgraded electronics had been installed at each of the tower sites for the Local Government/DPW radios. He mentioned the equipment was currently being tested and he expected the new system would be activated within the next two weeks. At that time, he said, he anticipated the outlying areas of the County would experience a dramatic change in their radio reception.

Mr. LaFlure further reported the FCC's (Federal Communication Commission) database had been thoroughly researched, with regards to the County's radio frequency difficulties. He said that no specific piece of equipment had been located, although he did find one system, down county, that had created some problems. He said a solution had been negotiated with the private radio vendor.

Mr. LaFlure said his FCC research revealed the major difficulty with the radio frequencies was actually related to new technology used by the FCC in assigning frequencies. He explained the new narrowband technology allowed frequencies at half-channels although the older electronic equipment could not distinguish the closer frequencies.

Mr. Haskell re-entered the meeting at 9:40 a.m.

Mr. LaFlure said he also learned that the FCC regulations would require all radio systems to be compliant with the narrowband technology by the year 2013. In the meantime, he said, the half-channel frequencies were perfectly legal, even though owners of older equipment would continue to experience problems. Fortunately, he noted, all of Warren County's mountain top equipment had been upgraded to the new, narrowband equipment, which could deal with the half-channels.

Mr. Belden reminded Mr. LaFlure that the Committee had also authorized him to investigate possible locations for new towers to be installed in the "dead spots" throughout the County. He queried how that project was progressing.

Mr. LaFlure explained the installation of the upgraded radio equipment had been his top priority, and since the equipment would be activated in the near future, he expected the number of "dead spots" to be greatly reduced. For that reason, he said, he had held off on the research of new tower locations.

Following an extensive discussion, it was the consensus of the Committee that upon the activation of the new equipment, an inventory of the "dead spots" would be conducted. Mr. LaFlure agreed to work with the County Fire Coordinator, Marv Lemery, to coordinate a survey of: 1) the types of County-owned radio equipment; and 2) the location of any remaining "dead spots."

Mr. Girard left the meeting at 9:50 a.m.

Responding to questions from various Supervisors, Mr. LaFlure explained that any programmable radio equipment would probably be the new, narrowband technology. He said it was the equipment that relied on the crystal technology that would have trouble with the half-channels.

At the conclusion of further discussion, Mr. Belden extended his appreciation to Mr. LaFlure for the informative report. Mr. LaFlure agreed to provide an updated report at a subsequent Committee meeting.

Mr. LaFlure exited the meeting at 9:52 a.m.

Mr. Lamy resumed his Agenda review of Old Business, and he stated the update on Item 7, Corinth Road Reconstruction Project, would be included with Item 4, under New Business. As for Old Business Item 8, Mr. Lamy reported the costs for the equipment to seal roadways had been determined to be cost prohibitive. He said his staff had found it would be more cost effective, at this time, to hire an outside vendor.

Mr. Lamy continued Agenda review at New Business, Item 2, Hazard Mitigation Plan. He noted that the Natural Disaster and Civil Defense Director, John Farrell, was in attendance today and he invited him to report to the Committee.

Mr. Farrell explained that FEMA (Federal Emergency Management Agency) had recently announced a new plan for hazard mitigation that would address big projects at the local level. He estimated the development of such a plan for Warren County would cost approximately \$40,000.

Mr. Farrell said that he consulted with the Warren County Hazard Mitigation Officer, George VanDusen, to determine if any such projects existed within the County.

Through his discussions with Mr. VanDusen, Mr. Farrell said he learned that Warren County's recent storm damage problems had been caused by unpredictable events, such as the beaver dam that gave way. He reported that Mr. VanDusen was not aware of a big project in Warren County that would require hazard mitigation.

Mr. Farrell said, he had also consulted with various counties throughout New York State and found that approximately 15 counties had developed the Hazard Mitigation Plan as FEMA had requested. Therefore, he said those 15 counties would then be eligible to apply for federal funds to finance the big projects.

Mr. Farrell reported that prior to today's meeting, he had discussed his findings with both the Commissioner of Administrative and Fiscal Services and the DPW Superintendent.

Mr. Girard re-entered the meeting at 9:55 a.m.

Mr. Farrell further stated that counties such as Schoharie, Fulton, Montgomery and Essex had all developed plans. He said he understood that Fulton and Essex Counties spent approximately \$15,000 to develop their plans and both plans had subsequently been rejected by FEMA. He noted that larger counties, such as Erie, Onondaga, and Monroe Counties did have their plans accepted. Mr. Farrell queried how the Committee would like him to proceed.

In response to questions from various Supervisors, Mr. Farrell explained the focus of FEMA's Hazard Mitigation Plan was to address the prevention of flood damage in highly populated areas. He pointed out the population of Warren County was approximately 65,000, and he anticipated the same type of response that the County received on the storm damage in the Town of Bolton. He expressed his disappointment with FEMA's decision to reject the County's application for assistance with the biggest natural disaster in the history of Warren County.

Mr. Farrell clarified that in the event of a major disaster, with damage extensive enough for the State and FEMA to declare a State of Emergency, the County would still be eligible for those types of funds. He said this mitigation project was only for hazardous situations that were foreseeable, yet cost prohibitive for local government to address.

Following extensive discussion, it was the consensus of the Committee not to proceed with developing a Hazard Mitigation Plan at this time.

Mr. Farrell left the meeting at 10:02 a.m.

Mr. Lamy resumed Agenda review at Item 3, as he directed attention to the documents included with the Agenda packet. He said the letter from Clough Harbour and Associates, LLP explained the additional work necessary for the Corinth Road

Reconstruction Project. He reminded the Committee that as the project developed, a number of issues began to surface that had not been addressed in the original master agreement for engineering services. At that time, he stated New York State's Department of Transportation (DOT) had directed the County NOT to amend the project until the preliminary engineering and design was near completion.

Mr. Lamy expounded that some of the "add ons" developed as the scope of the project expanded; while other "add-ons" were related to archeological studies, etc. He noted that Task 8 and Task 9 (on page 2 of the Supplemental Agreement No. 3) were directly related to the electric utilities being placed underground along the corridor; appraisals that needed to be updated; and fees from R.K. Hite & Co., Inc. to accomplish the work.

Mr. Lamy said the next step would be to submit the contract to DOT to have the master agreement updated. In keeping with the percentages used on the preliminary engineering and design, he predicted the County's share of the \$370,000 would be approximately 5%. He said he expected the State funding would be 15% and the Federal funding would be 80%.

Mr. Lamy further noted the Corinth Road Reconstruction Capital Project H.199.9550 280 would need to be revised and a resolution to amend the master agreement would be needed as well. He clarified this would be an additional \$370,000 going into the project with the source of funding being State Highway, Federal Highway and 5% County funds. However, he stated the 2007 budget request already included the County's 5%. He explained that only a portion of the funds would be expended in 2006 and he estimated the account had enough funds to carry through until November.

Joan Parsons, Commissioner of Administrative & Fiscal Services, explained that if the source of County funding was in the 2007 budget, the project could not be amended until January 2007. Therefore, Mr. Lamy said he would need to review the Capital Project's account and determine if this 5% was available with 2006 funds. He agreed to report back to Mrs. Parsons and Mr. Belden prior to the Finance Committee meeting scheduled for October 4, 2006.

Motion was made by Mr. Mason, seconded by Mr. Merlino and carried unanimously to authorize the resolution request to amend the contract with Clough Harbour and Associates for a fee not to exceed \$370,000, and to authorize the necessary resolution be prepared for the October Board meeting. A copy of the request form is on file with the minutes.

Mr. F. Thomas entered the meeting at 10:05 a.m.

Returning to Agenda review at Item 4, Mr. Lamy referred to the e-mail from R.K. Hite & Co., Inc., included in the Agenda packet. He explained that this was the appraisal

firm developing the right-of-way (ROW) maps. He reported that 55 of the 90 maps and ROWs have been completed, thus far, and the remaining 35 were expected to be completed within the next two weeks. At this point, he noted the appraisal firm had recommended the County pass a resolution for the acquisition of the 90 maps. He further commented the firm was negotiating with each individual property owner. Even though a detailed list of the property owners and related dollar amounts was available, Mr. Lamy said he did not feel it was appropriate to submit the list as part of the public record until the negotiations were complete.

Mr. Lamy explained that R.K. Hite & Co., Inc. had successfully worked with other municipalities where the firm was authorized to appraise, negotiate and execute the agreements with each individual property owner. He explained that if the County authorized a lump sum dollar amount, then R.K. Hite & Co., Inc. could complete its work for the County. He mentioned that Mr. Hite had offered to provide a sample resolution previously used with their other clients.

Mr. Lamy requested the Committee's approval of a resolution for a lump sum of \$1,275,000 for the purchase of real property interests necessary for the Corinth Road Reconstruction Project. He explained the 5% local share expenditure had been included in the 2006 Budget under Capital Project H.199.9550 280 (Corinth Road Reconstruction).

Motion was made by Mr. Stec, seconded by Mr. Geraghty and carried unanimously to approve the request as presented and to authorize the necessary resolution be prepared for the October board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Lamy declared the next big hurdle in the Corinth Road project had to do with the electrical services along the corridor. He explained the DOT had determined the underground costs were non-eligible expenses; although the cost to connect from the above ground equipment from the road to the electric utilities (meter box on each of the properties) would be eligible, as part of the master agreement.

Mr. Lamy further reported that National Grid had advised him that once the electrical meter box was touched, it also meant the inside panel box would need to be inspected. He cautioned that some of the panel boxes were apt to be sub-standard, and not pass inspection, and the electric service would be shut off until it was brought up to code. He expressed his concerns over the potential costs involved with such upgrades.

Mr. Boothby entered the meeting at 10:13 a.m.

Mr. Lamy said he felt the Committee needed to address this issue before R.K. Hite & Co., Inc. was authorized to proceed with negotiations on the ROW.

Mr. Geraghty queried which party had requested the underground wiring connections.

Mr. Lamy explained the Town of Queensbury had wanted the electrical wiring to be placed underground. He said he understood that above ground wiring did not require any changes to be made to the meter box, unlike the underground wiring.

Mr. Stec, as Town of Queensbury Supervisor, commented that he did not feel the potential electrical upgrade costs should be a concern of the County. He said he felt the Town of Queensbury would need to either work with the homeowners or seek some type of grant funding for the project.

Following a brief discussion, Mr. Stec agreed to arrange for an inventory of the meter/panel boxes along the corridor, to ascertain what additional action the Town of Queensbury may need to take.

Mr. Lamy returned to Agenda review at Item 5, and he explained that Clough Harbour & Associates LLP had provided technical assistance on the design for the drainage and paving of Corinth Road and Call Street from West Mountain Road. At DPW's request, he said one of the designers for Clough Harbour & Associates LLP supervised the paving crew at one of the critical turns in the road, rather than conducting a formal survey and staking out the project. He said such services were outside the scope of the original contract.

Mr. Lamy presented a resolution request to amend the contract with Clough Harbour & Associates LLP in the amount of \$580.05 to cover the additional costs for on-site supervision of the paving of Corinth Road and Call Street from West Mountain Road.

Motion was made by Mr. Haskell, seconded by Mr. Mason and carried unanimously to amend the contract with Clough Harbour & Associates LLP in the amount of \$580.05 to cover the additional costs for on-site supervision of the paving of Corinth Road and Call Street from West Mountain Road; and to authorize the necessary resolution be prepared for the October Board meeting. A copy of the resolution request form is on file with the minutes.

Agenda Item 6, Mr. Lamy explained, was related to the intersection of Glen Lake Road and Route 9. He said DOT had decided to control that intersection, which meant the resolution needed to be revised to transfer the "turning lane property" to DOT rather than the Town of Queensbury.

Motion was made by Mr. Haskell, seconded by Mr. Geraghty and carried unanimously to amend Resolution No. 585 of 2005 to transfer property owned by Warren County to NYSDOT for turning lane on Glen Lake Road; and to authorize the necessary resolution be prepared for the October Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Lamy turned to Agenda Item 7, with regards to uniform rental and laundry services. He explained UniFirst Corporation had provided a quote to extend the

contract for a fee not to exceed \$59 per week, or \$3,068 for the year.

Motion was made by Mr. Mason, seconded by Mr. Stec and carried unanimously to approve a contract with UniFirst Corporation for uniform and laundry services at a fee not to exceed \$59 per week, or \$3,068 for the year; and to authorize the necessary resolution be prepared for the October Board meeting. A copy of the resolution request form is on file with the minutes.

Next, Mr. Lamy explained Agenda Item 8 related to the sediment in the catch basins throughout the County. He noted the LGA (Lake George Association) had offered the use of their Catch-Vac equipment for a standard rental fee of \$70 per day. He said the equipment would be rented on an as-needed basis and he requested authorization to rent the equipment, periodically.

Mr. Lamy said the Town of Queensbury owned an even larger Catch Vac and he would look into the rental fees for that equipment, as well.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to authorize the periodic rental of Catch-Vac equipment from the LGA, at a fee not to exceed \$70 per day and to authorize the necessary resolution be prepared for the October board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Lamy reported Agenda Item 9 was a Request for the Transfer of Funds from the Machinery Fund-Maintenance of Buildings (DM5130 413) to the Machinery Fund-Technical Equipment (DM5130 250) in the amount of \$2,700. He explained the money was needed to purchase eight new radios in connection with the ongoing update of radio equipment.

Motion was made by Mr. Haskell, seconded by Mr. Geraghty and carried unanimously to authorize the Request for Transfer of Funds from the Machinery Fund-Maintenance of Buildings (DM5130 413) to the Machinery Fund-Technical Equipment (DM5130 250) in the amount of \$2,700 and to forward same to the Finance Committee. A copy of the request form is on file with the minutes.

Returning to Agenda review of Emerging Issues, Mr. Lamy reported Item 10 pertained to the telephone system at the DPW headquarters at the Warrensburg Office. Presently, he said, the voice mail system was out-of-service and needed to be repaired. He noted that Robert Metthe, Director of the Information Technology (IT) Department was in attendance today. He invited Mr. Metthe to explain an alternative solution to repair the old equipment.

Privilege of the floor was extended to Mr. Metthe, who explained his Department had successfully added other County departments into the telephone "backbone". He said he had prepared a list which outlined the pros and cons of the County-wide phone

system and he distributed a copy of the list to each of the Committee members (a copy is on file with the minutes).

Mr. Metthe mentioned the equipment installation would cost approximately \$27,000, up front, although the monthly costs would be reduced by 50-70%. He said the new equipment would not only provide telecommunications, but would also position the DPW to receive data services in the future.

In response to questions from various Supervisors, Mr. Metthe stated the IT Department currently served over 500 users with one dedicated staff person and himself. He said the DPW Department would increase that number by 30-40 users and he was confident his staff could handle the increased workload. He explained that 90% of the "trouble shooting" could be handled right from the office, rather than traveling to the site.

Mr. Lamy further explained that his Fiscal Manager, Judy Johnson, had identified various D Fund Road Projects which were ready to be closed out, with a cumulative balance of approximately \$10,000. He suggested such funds might be used as "seed money" to fund the telephone upgrade.

Mr. Caimano entered the meeting at 10:29 a.m.

Mr. Metthe pointed out the installation work would require close to two months of preliminary work. He said he had recently learned the audit of the phone system had revealed a surplus of \$70,000. He queried whether or not a portion of those funds could be allocated to the DPW telephone upgrade.

Mrs. Parsons stated she would need to investigate that possibility and report back to the Committee.

In the meantime, Mr. Lamy asked if the Committee would authorize him to further investigate the telecommunication system upgrade in conjunction with the IT Department. He said he would not spend any money until all of the funding was confirmed.

Motion was made by Mr. Geraghty, seconded by Mr. Mason and carried unanimously to authorize Mr. Lamy to further investigate the telecommunication system upgrade in conjunction with the IT Department at a cost of \$27,000; with the source of funding to be the cumulative balance transferred from the various D Fund Road Projects (of approximately \$10,000) with the remaining \$17,000 to come from Contingent Fund (in the event an alternate funding source could not be located).

Mr. Metthe exited the meeting at 10:31 a.m.

Mr. Lamy apologized for the length of the meeting as he explained the meeting

schedule had been prepared prior to his assuming the Superintendent's duties. He said he did not feel he should apologize for the workload, since each item on the Agenda needed to be addressed.

Returning to Agenda review at Item 11, Mr. Lamy explained he and Committee Chairman Belden had discussed the personnel matters the Committee approved at the last meeting. He said he would like to table filling those vacancies so that he could re-post the positions. He said he anticipated he would have recommendations for the next Committee meeting.

At Agenda Item 12 Fleet Management, Mr. Lamy said he would provide an update on this matter at the next Committee meeting, as well.

As for Agenda Item 13, Gasby 34 Requirements, Mr. Lamy said he was aware the DPW needed to be in compliance. He said this would require a full inventory of the infrastructure and the facilities within DPW, which also involved accounting practices, etc. He mentioned he has had initial conversations with the Deputy Treasurer and he expected to have a report for the next Committee meeting. He said it was his understanding the County had until the end of 2007 to be fully compliant.

One item not on the Agenda, had to do with recent correspondence from the Hadley-Luzerne Central School District. He noted they had asked to join the County's gasoline fuel system.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve a contract with the Hadley-Luzerne Central School District with regards to the purchase of fuel for its gasoline driven vehicles at County fuel facilities; and to authorize the necessary resolution be prepared for the October Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Lamy reported that various facilities along Corinth Road had been painted to illustrate the location of above ground equipment related to the project. He distributed copies of an e-mail from Donald H. Fletcher which listed the various properties. He urged the Committee members to drive the corridor and observe the marked properties.

Returning to the Agenda review at Item 14, Travel Policy, Mr. Lamy pointed out the construction supervisors were authorized to take a County vehicle home for response to emergencies around the clock. He said he felt his General Foreman, Deputy Superintendent and he should also have access to a County vehicle around the clock. He said he had discussed this matter with Committee Chairman Belden and he asked the Committee to consider the request.

Following a brief discussion, motion was made by Mr. Mason, seconded by Mr. Merlino and carried unanimously to amend the Travel Policy to authorize the DPW's General

Foreman, Deputy Superintendent and Superintendent to use County vehicles to commute to and from work. A copy of the request form is on file with the minutes.

Privilege of the floor was extended to Mr. Haskell, as the Chairman of the County Facilities Committee. Mr. Haskell noted his Committee was not scheduled to have a meeting this month, although an urgent matter had been brought to his attention. He reported the owner of the Mobil Station, north of the Municipal Center property on Route 9, Jolly Associates, needed to perform test borings and drilling. He said Jolly Associates had requested access to the property and the County Attorney had apprized him that a contract would be necessary.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to authorize Jolly Associates to have access to the property, for the purpose of performing test borings and drillings directly related to the operation of its business operations; and authorized the necessary resolution be prepared for the October Board meeting.

Mr. Merlino reported the Town of Lake Luzerne had recently completed the repair work on the Luzerne Road bridge. He commended his Highway Department for stepping up to the challenge and performing an outstanding job.

There being no further business to come before the Committee, on motion by Mr. Mason and seconded by Mr. Haskell, Mr. Belden adjourned the meeting at 10:41 a.m.

Respectfully submitted,
Carlene A. Ramsey, Sr. Legislative Office Specialist